



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

December 9, 2008

Raymond Gibbs, Executive Director  
West San Gabriel Valley Consortium dba Career Partners  
3505 N. Hart Avenue  
Rosemead, CA 91770

Dear Mr. Gibbs :

RE: **FINAL MONITORING VISIT REPORT** for Career Partners – ET07-0191

Date of the Visit:	12/5/08
Beginning/Ending Time:	9:00 a.m. – 11:00 a.m.
Date of Last Visit:	7/11/08
Visit Location:	Rosemead
Persons in attendance:	Martha Cerda, Business Services Specialist, Career Partners Lily Hoa, ETP Services Specialist, Career Partners Marissa Tolentino, ETP Analyst
Action Required:	Yes

## **CONTRACT INFORMATION:**

Term of Agreement:	11/7/06 – 11/6/08	Agreement Amount:	\$139,245
Training Start Date:	11/10/06	No. to Retain:	196
Date Training must be Completed:	8/8/08	Range of Hours:	24 – 80
Type of Trainee:	Retrainee	Weighted Ave. Hours:	24 - 48

## **FINAL REPORT SUMMARY:**

The Agreement was executed on December 5, 2006 and training began on November 10, 2006. Your staff reported that all training was completed on June 26, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement November 6, 2008.

ETP approved one Agreement Modification on October 4, 2007, which moved trainee slots between Job Numbers 1, 2 and 4 and reduced the ETP Total Agreement Amount by \$889, from \$140,134 to \$139,245.

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According to Ms. Cerda, of the 196 trainees specified on Chart 1, Exhibit A of the Agreement, 159 trainees (81%) will complete training and the 90-day retention period. The Agreement is based on a variable reimbursement training plan. Career Partners is reimbursed for the exact number of training hours provided to each trainee completing between 24 to 80 hours of Class/Lab training. The ETP Class/Lab Tracking Report shows that you have delivered 6,387.98 class/lab training hours for 159 trainees who meet the minimum hours. Assuming all other Agreement requirements are met, Career Partners would earn approximately \$129,152.96 (93%) of the total ETP Agreement amount of \$139,254. Since you have been paid \$102,058 to date, you will receive an additional \$27,094 if the anticipated number to retain is verified during the final fiscal closeout.

Ms. Cerda indicated that through ETP training, you were able to offer value-added service to businesses in your area and help retain jobs. In addition to training, you were able to help participating employers in their recruitment department by giving job orders/referrals. Project staff indicated that your performance and earnings which is equivalent to 93% of the ETP Total Agreement was a success due to the marketing efforts made by your staff.

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Based on the ETP Online Tracking System, Career Partners has completed the following overall total recorded training hours:

Job No.	Job Max Total Amount	Total Hours Completed To Date	Hours Eligible for Reimbursement*	No. of Trainees Eligible for Reimbursement	Potential Earnings To date*
1	\$101,640	5,156.5	5,156.5	126	\$99,262.62
2	\$5,290	240	240	10	\$3,847.20
3	\$12,972	352	352	11	\$8,272
4	\$19,343	639.48	666.06	12	\$17,771.14
Total	<b>\$139,245</b>	<b>6,387.98</b>	<b>6,387.98</b>	<b>159</b>	<b>\$129,152.96</b>

*\*Assuming all Agreement requirements are met.*

Project staff indicated that your statistics are in Agreement with the information found on the ETP On-line System

### **ATTENDANCE ROSTERS:**

Ms. Tolentino reviewed attendance records of 19 trainees billed on Invoices 11 and 12. The attendance rosters reviewed contained the information required in accordance with Title 22 California Administrative Code, Section 4442 (b); verified that the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan was adhered to; confirmed that the Agreement curriculum was provided as specified. validated the invoices for the completion of the required hours of training for enrollment and the Total Class/lab Training hours required in this Agreement.

Your project staff was advised that the records reviewed were only a sampling of records; therefore, you should verify that all your records are in conformance with ETP requirements.

### **FINAL INVOICE:**

Ms. Cerda informed Ms. Tolentino that the Final Invoice was submitted on November 6, 2008.

**AUDIT:**

Career Partners will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at [MTolentino@etp.ca.gov](mailto:MTolentino@etp.ca.gov) within ten (10) working days from the receipt of this letter.

Sincerely,

**Signature on file**

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Dolores Kendrick, Manager  
North Hollywood Regional Office

**Signature on file**

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Marissa Tolentino, Contract Analyst  
North Hollywood Regional Office

cc: Martha Cerda, Career Partners (via e-mail)  
Lily Hoa, Career Partners (via e-mail)  
David Guzman, Chief, Program Operations Division (via e-mail)  
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)  
Master File  
Project File

Date report mailed to Contractor: 12/12/08